

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

APRIL 13, 2021

Meeting held via phone conference due to the COVID-19 crisis.

Chairman Riggins called the meeting to order. The Compliance Statement was read by the Commission Secretary:

“This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A ‘Notice of Meeting’ was posted in a public place on November 19, 2020 at the entrance to the Administration Building, Headquarters of this Commission, with copies of such notice being delivered to the *Camden Courier Post* and *Burlington County Times* for publication and posted on the Burlington County Bridge Commission Website.”

Commissioners Present: Chairman Matthew J. Riggins
Vice-Chairwoman Sandra Nunes
Commissioner John B. Comegno II

Others Present: Joseph Andl, Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary/Office Mgr/Mgr of Records
Anthony T. Drollas Jr., Solicitor
Constance Borman, Human Resources Director
Patrick Reilly, Director of Public Safety and Security
James Fletcher, Director of Maintenance
John Moore, Director, Palmyra Cove Nature Park/Institute
for Earth Observations
Dennis Stewart, Assistant Manager,
Burlington-Bristol Bridge
Sascha Harding, Director of Engineering
Michael McCarron,
Director of Tolls and Tower Operations
Elizabeth Verna, Director, Economic Development &
Regional Planning
Ronald Cesaretti, Acting Director/IT & ETC
Stephanie Brandt, Accounting Manager
Kathleen Hanuscin, Senior Administrative Assistant

Commissioner Comegno led the flag salute followed by a moment of silence.

APPROVAL OF THE MINUTES

Vice-Chairwoman Nunes moved to approve the minutes of the March 9, 2021 Commission Meeting. Commissioner Comegno seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairwoman Nunes moved to approve disbursements made from March 10, 2021 through April 13, 2021 as included in the list as presented. Commissioner Comegno seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Andl asked the Commission to consider the following resolutions. Chairman Riggins suggested that they move Resolutions 2021-33 through 2021-37 by block. For those resolutions, Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

Chairman Riggins commented that when he became Chairman he spoke about a new commitment from the Bridge Commission toward sustainability. Chairman Riggins noted that two of the Resolutions for approval today are taking the first step toward that vision. The one Resolution will change the Commission's management of their fleet and will allow for the transition of some of the vehicles to hybrid electric vehicles. The other Resolution will establish a sustainable community garden within the Borough of Palmyra. Chairman Riggins stated that the Commission appreciates the partnership with Palmyra and that we are looking forward to bringing our communities together. Chairman Riggins thanked Executive Director Andl and all of our "green team" members for bringing these initiatives together.

The Commission considered the following resolutions:

RESOLUTION NO. 2021-33

RESOLUTION AWARDING A CONTRACT TO ENTERPRISE FLEET MANAGEMENT FOR THE PROCUREMENT OF COMMISSION VEHICLES

WHEREAS, pursuant to N.J.S.A. 52:34-6.2b(3), and as authorized by the New Jersey Department of Community Affairs pursuant to Local Finance Notice No. 2012-10, local contracting units such as the Burlington County Bridge Commission ("Commission") may purchase goods and services without formal bidding by entering into a contract with a nationally-recognized and accepted cooperative, which is located within the State of New Jersey or in another state, and who has developed an appropriate cooperative purchasing agreement to provide goods and services to interested purchasers; and

WHEREAS, Sourcewell, a regional organization of governments operating under the laws of the State of Minnesota, and which is a political subdivision of the State of Minnesota, is one such cooperative; and

WHEREAS, the Commission has introduced a fleet management plan for the Commission vehicles, and the Commission has determined that procurement of Commission vehicles through a national cooperative such as Sourcewell will result in cost savings, after all factors, including charges for service, materials, and delivery, have been considered, and that it is otherwise advantageous to the Commission; and,

WHEREAS, the Commission is aware that the Sourcewell cooperative has awarded a contract to Enterprise Fleet Management, 600 Corporate Park Drive, St. Louis, MO 63105, to provide fleet management services through the above-referenced cooperative, and whose fleet management services are available to the Commission pursuant to a cooperative purchasing agreement; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for this purchase.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission, as follows:

1. A contract for the purchase of Commission vehicles be and is hereby awarded to Enterprise Fleet Management, pursuant to the Sourcewell cooperative, without public bidding, and as permitted by law.

2. The Executive Director is hereby authorized and directed to execute an appropriate Agreement and any other forms necessary for the fulfilment of this contract with Enterprise Fleet Management, consistent with the terms of this Resolution and subject to the approval of the Commission's Solicitor.

Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2021-34

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE BURLINGTON COUNTY BRIDGE COMMISSION AND THE BOROUGH OF PALMYRA FOR THE ESTABLISHMENT OF A COMMUNITY GARDEN

WHEREAS, the Commission is authorized, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., to enter into a shared services agreement with any other local units to provide or receive any service that each local unit could perform on its own; and

WHEREAS, the Burlington County Bridge Commission ("Commission") desires to enter into a shared services agreement with the Borough of Palmyra ("Palmyra") for the

establishment of a community garden; and

WHEREAS, community gardens produce food for individual consumption, but they may also be designed for the beautification of the community, or for educational purposes, and they make a significant contribution to civic and cultural life, and create gathering places that bring people together, and they build a sense of community across boundaries of age and ethnicity; and

WHEREAS, the Commission's establishment of a community garden with Palmyra is advantageous to the Commission and to the community at large;

NOW THEREFORE BE IT RESOLVED, by the Burlington County Bridge Commission as follows:

1. Entry into a shared services agreement between the Commission and Palmyra for establishment of a Community Garden is approved.
2. The Executive Director is authorized to execute an appropriate form of shared services agreement with Palmyra, as set forth above.

Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2021-35

RESOLUTION AUTHORIZING THE BURLINGTON COUNTY BRIDGE COMMISSION TO PARTICIPATE IN THE BURLINGTON COUNTY AUCTION FOR THE SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE

WHEREAS, the Burlington County Bridge Commission ("Commission") has determined that it is in possession of personal property that it considers to be surplus items that are no longer needed for public use; and

WHEREAS, the Commission's Purchasing Agent has the authority to take action to sell such items which have become unsuitable for public use to the highest bidder in accordance with the applicable statute, including but not limited to N.J.S.A. 40A:12-13(a), which authorizes local units such as Burlington County and the Burlington County Bridge Commission to sell personal property not needed for public use by an open public sale at auction; and

WHEREAS, the Commission desires to sell the surplus vehicles and equipment listed in "Schedule A" through a public auction to be conducted through the Burlington County Board of Commissioners; and

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission, as follows:

1. The Commission, through its Purchasing Agent, is authorized to take all steps and to make all appropriate arrangements with the Burlington County Board of Commissioners to facilitate the sale of the above-referenced surplus vehicles and equipment.

SCHEDULE A

Vehicles

1. 2008 Crown Victoria
2. 2010 Crown Victoria
3. 2011 Crown Victoria
4. 2012 Crown Victoria
5. 2012 Crown Victoria
6. 2013 Chevrolet Tahoe
7. 2012 Ford F250
8. 1994 Ford L7000
9. 2001 Ford F250
10. 2010 Ford F150
11. 2010 Ford F150
12. 2010 Ford Escape
13. 2010 Ford Escape
14. 2010 Ford Escape
15. 2005 Ford Escape
16. 2005 Ford Escape
17. 2004 Ford Taurus
18. John Deere Tractor

Equipment

HP Color Laserjet 5550N	2006
HP Laserjet 4250N	Unknown
Hitachi TV TH6KJ00262	2016
Hitachi TV TH6KJ00265	2016
LG TV 205RMEN1C524	2012

Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2021-36

**RESOLUTION AWARDING A CONTRACT TO CME TO
COMPLETE 2020 MINOR BRIDGE AND ROUTE 543
INSPECTIONS**

WHEREAS, the Burlington County Bridge Commission ("Commission") determined that it requires the services of an engineering firm capable of completing the 2020 minor bridge and Route 543 inspections; and

WHEREAS, by way of a fair and open process authorized by N.J.S.A. 19:44A-20.4 et seq., and upon receipt and review of a proposal submitted in response to the Commission's RFP for specialized engineering services, pursuant to Resolution No. 2020-78 the Commission determined that the CME Associates, Inc. ("CME") was qualified to serve the Commission; and

WHEREAS, the Commission also determined that CME submitted a price proposal for specialized engineering services that provided favorable contract terms and conditions for the Commission;

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with CME for engineering consulting services needed for completing the 2020 minor bridge and Route 543 inspections.

2. This contract is awarded through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4 et seq.

3. The amount of the contract shall not exceed Twenty-Five Thousand Dollars (\$25,000.00), and the contract shall extend for the time period from December 1, 2020 to and until the completion of work on the project.

Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2021-37

**RESOLUTION AWARDING A CONTRACT FOR IT/ETC
ELECTRICAL PARTS AND SUPPLIES TO FRANKLIN-
GRIFFITH**

WHEREAS, the Burlington County Bridge Commission ("Commission") requires a supplier of electronic information technology and toll collection parts and supplies to be

used to facilitate operations on all bridges and facilities; and

WHEREAS, bids were solicited by the Purchasing Agent for a contract entitled "IT/ETC Electrical Parts & Supplies (BCBC-202102)", for the time period May 1, 2021 to April 30, 2022, with an option of a one (1) year extension expiring on April 30, 2023 pursuant to N.J.S.A. 40A:11-16(6); and

WHEREAS, the Commission staff have received and reviewed one bid, and has recommended that the Commission award a contract to Franklin-Griffith; and

WHEREAS, the maximum amount of this contract shall be One Hundred Thousand Dollars (\$100,000.00); and sufficient funds are available for payment for this commodity as evidenced by the Certificate of Availability of Funds, attached hereto:

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission hereby awards a contract for IT/ETC electrical parts and supplies as set forth above to Franklin-Griffith, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Franklin-Griffith.

2. The maximum amount of this contract shall not exceed One Hundred Thousand Dollars (\$100,000.00), and the contract shall extend for the period May 1, 2021 through April 30, 2022 with the option of one (1) year extension expiring April 30, 2023.

Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

HUMAN RESOURCES

Director Constance Borman reported on the following personnel issues for Commission approval:

NEW HIRES – Requires Commission Approval

Kai R. Ash	F/T Toll Auditor	<u>Effective</u> 03/22/2021
Steven J. Demofonte	Seasonal Delanco	04/01/2021
James J. Hughes III	Seasonal Delanco	04/01/2021
Gerard A. Sweeney	Seasonal Delanco	04/01/2021

RESIGNATION – Requires Commission Approval

Alexander C. Gross	P/T Tolls	<u>Effective</u> 04/01/2021
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Chairman Riggins requested to approve by block. Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

OLD BUSINESS

Chairman Riggins called for any old business to come before the Commission.

NEW BUSINESS


Chairman Riggins called for any new business to come before the Commission.

PUBLIC COMMENT

Chairman Riggins called for any additional public comment to come before the Commission.

Chairman Riggins asked for any further business to come before the Commission. Hearing none, Vice-Chairwoman Nunes moved to approve. Commissioner Comegno seconded the motion. The motion passed unanimously.

Respectfully submitted,


Kathleen M. Wiseman
Secretary